

SITE PLAN CHECKLIST - PLANNING & ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Site Plan Review application and is required to be submitted with your application. Information relative to the Site Plan Review process can be found in Article 3 of the Zoning Ordinance.

All plans and application requirements shall be submitted in a PDF format via email.

1. Application Criteria

- ☐ One check for \$300.00 and other applicable fees as determined by the City. (Administrative Site Plan review fee is \$250.00)
- ☐ Completed General Application with an original signature from the Applicant and the Owner.
- ☐ One copy of a current title policy, title opinion, or title report (no older than 45 days from date of submission).
- ☐ One copy of utility letters from electric, water, sewer, trash provider, and gas (if applicable) stating the property may be adequately served by such utility.
- ☐ All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities.
- ☐ FAA Form 7460-1 shall be submitted to the Airport Manager for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport.
- ☐ One current boundary/topographic survey of the property containing a complete legal description of the property and the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water.
- ☐ Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures

2. Site Plan Drawings

- ☐ A vicinity map to appropriate scale and north arrow.
- ☐ A Site Data Table shall include but not be limited to:
 - Current Zoning
 - Lot Size
 - Building Height(s)
 - Total Number of Dwelling Units
 - Dwelling Unit Per Acre
 - Setbacks
 - Impervious Coverage
 - Building Coverage
 - Landscape/Open Space Coverage
 - Floor Area Ratio
 - Vehicular, Handicap, and Bicycle Parking Spaces
 - Off-Street Loading Spaces
- ☐ Utility Plan showing the locations of existing and proposed utilities (sanitary sewer, waterlines, telephone lines, etc.). The location of all HVAC units and all exterior mechanical equipment shall be shown.
- ☐ Refuse Collection Plan identifying the type, location, and how the refuse is to be serviced. If roll-out containers are proposed, indicate this in the form of a note. (Article 14)
- ☐ Circulation and Parking Plan: (Article 14 & 16)
 - Existing and proposed travel ways with dimensions

- Location and proposed parking spaces including handicap with dimensions
- Locations and dimensions of sidewalks and other pedestrian connections
- Locations and dimensions of off-street loading and bike parking
- ❑ Open Space Plan showing the location and size of any common space, commonly owned facilities, and form of organization which will own and maintain any common open space and such facilities (Article 6 & 12)
- ❑ Grading and Drainage Plan shall include but not be limited to:
 - Existing Grades including 25' outside of the site
 - Proposed grades and elevations
 - Building finish floor elevations
 - Drainage device details
 - Cross Sections of ditches/detention/retention areas
 - Drainage Calculations
 - Drainage Maintenance Letter
 - Erosion control plan
- ❑ Construction Detail Plan including but not limited to sidewalk plan and section, driving and parking surfaces, retaining and freestanding walls, dumpster enclosure plan and elevation, handicapped parking striping plan, etc.
- ❑ Architectural Floor Plans and Elevations identifying the type and color of the exterior materials to be used. Color renderings shall be provided for all structures greater than five stories.
- ❑ Landscape Plan including but not limited to required buffers, screening, landscape details and plant schedule. (Article 12)
- ❑ Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed site plan, grading plan, and indicate the existing trees to be preserved and removed.
- ❑ Lighting Photometric Plan including typical light pole and fixture details
- ❑ Engineer Statement of Compliance that the site plan is in compliance with the adopted City of Gulf Shores Fire Codes shall be on file with and accepted by the Fire Code Official. It the responsibility of the applicant to obtain the requirements for this letter of compliance from the fire code official.
- ❑ The plans shall include the following:
 - Project name
 - Date of plan preparation including all revision dates
 - Appropriate scale
 - North arrow
 - Preparer's name, phone number, and fax number

3. Supplemental Information

- ❑ Traffic Impact Study when any one of the following thresholds are exceeded:
 - Residential – 150 dwelling units
 - Retail – 25,000 square feet (gross)
 - Office – 60,000 square feet (gross)
 - Educational – 30,000 square feet (gross) or 250 students
 - Lodging – 150 rooms
 - Industrial – 90,000 square feet (gross)
 - Medical – 25,000 square feet (gross)
 - Mixed use sites - when the combination of uses exceeds the thresholds above

If the applicant has any questions or concerns regarding Site Plan Review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
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